

United States Government

Department of Energy

Oak Ridge Office

memorandum

DATE: January 20, 2009

REPLY TO

ATTN OF: AD-442:Kent

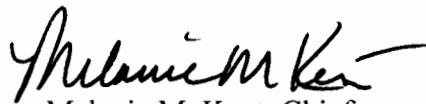
SUBJECT: **TIME AND ATTENDANCE REPORTING FOR JANUARY 20, 2009**

TO: All ORO Employees Duty Stationed in Oak Ridge, Tennessee

Due to hazardous road conditions, normal business hours with a liberal leave policy were observed for the morning of Tuesday, January 20, 2009. Time and attendance records should be coded in accordance with the provisions of the Oak Ridge Office/Office of Scientific and Technical Information Hazardous Weather Policy which can be accessed on the Human Resources Division web site at <http://www.oro.doe.gov/pmab/Announcements> (issued December 1, 2008).

Under this policy, individual employees may use leave or credit hours, without advance approval, to cover all or part of their absence caused by the hazardous weather situation. Supervisors may excuse up to two hours of tardiness when a hazardous weather situation is officially declared. The liberal leave policy is intended to provide additional time for employees to exercise due caution in reporting for duty. Employees who did not report for duty on January 20, 2009, must be charged with an appropriate leave category for the entire day.

Questions regarding excused absence or leave in any specific situation should be directed to your Human Resources Specialist.



Melanie M. Kent, Chief
Federal Human Resources Branch